Annual Performance Review Flowchart

Employee Self- Evaluation
(In DASH)

Manager Reviews Self-Evaluation
(In DASH)

Manager Completes Evaluation
(In DASH)

Manager's Manager approves/rejects the evaluation
(In DASH)

Manager shares evaluation to the employee at least 24 hours before meeting
(In DASH)

Manager and Employee meet to discuss performance (face to face meeting)

Manager confirms meeting
(In DASH)

Employee confirms meeting
(In DASH)